

# Think about IT

## 10 ways to a greener environment

1. Ask yourself if you really need to print that document
2. Switch off screens and other non essential devices at night
3. If operating air-conditioning - close windows and doors
4. Keep equipment clean and recycle it when no longer needed
5. When making buying decisions - look for energy efficient devices
6. Set your screen saver to put the monitor in stand-by
7. Use video conferencing instead of driving to regular meetings
8. If it's not in use - how about turning it off ?
9. Make the most of what you have before adding more
10. Pass the message on ... doing nothing gets nothing done

